



Job Loss Analysis

ID No: 2000015 Status: Closed

Original Date: 11/Nov/2009
Last Review Date: 11/Nov/2009

Organization:

SBU: Global Manufacturing
BU: Global Mfg Shared
Work Type: Technical Process Engineering
Title (Work Activity): Process Engineering Plant Turnover
Site/Region:

Personal Protective Equipment (PPE)	Selected	Comments
Proper PPE per your Refinery Guidelines	Y	
Additional Task Specific PPE		
Other		

Reviewers

Reviewers Name	Position	Date Approved
Michelle Johansen	Process Engineering Manager RI Refinery	11/11/09

Development Team

Development Team Member Name	Primary Contact	Position
Aaron Sims	Y	Process Engineer

Job Steps

No	Job Steps	Potential Hazard	Critical Actions
1	Locate PE turnover document for applicable unit.	1. Loss of best practices from past turnover documents. 2. Loss of continuity of ongoing projects that the new engineer is responsible for such as turnaround preparation/feasibility projects.	1. Review past turnover document to ensure there is no loss of items or best practices. 2. Review the turnover document to become familiar with projects that you should continue to carry forward.

2	List Known Plant Limitations	<p>1. Loss of engineer's time trying to understand a plant limit which has already been investigated and understood by the previous unit engineer.</p> <p>2. Less ability to address the limit during a plant debottleneck/improvement project or turnaround because a log of the known limits are not conveniently listed anywhere.</p>	<p>1. List the known plant limitations, timing when the limits are typically experienced within a run, and any handles to help alleviate the limit.</p> <p>2. Continue to add to this list in the turnover document and also to delete limits that are debottlenecked so there is always an up-to-date list.</p>
3	List location of critical Safety, Environmental, and Quality Information	<p>1. Safety incident due to exceeding operating parameters</p> <p>2. Product Quality Incident due to no attention to quality parameters.</p> <p>3. Environmental Incident due to no attention to parameters or reporting requirements.</p>	<p>1. List location of Consequences of Deviation table and EOM emergency procedures.</p> <p>2. List location of Consequences of Deviation table.</p> <p>3. List location of environmental parameters and reporting requirements.</p>
4	List locations for all electronic information for engineer.	1. Loss of information to incoming engineer	<p>1a. List locations for unit folders.</p> <p>1b. List locations for all applicable drawings and EOMs.</p> <p>1c. List locations for all applicable job procedures.</p> <p>1d. List locations for any other informational websites.</p>
5	List section for items for daily checks.	1. Loss of productivity, optimization, reliability, or safety due to poor turnover.	<p>1a. List duties, frequency of duties if more than once a day, and locations of daily check files.</p> <p>1b. List location of PMO(s).</p> <p>1c. List any critical variables that need immediate attention (reactor DP, furnace skin TI)</p> <p>1d. Conduct Plant Health Check LPO.</p>
6	List section for other routine duties/meetings that are not daily.	1. Loss of productivity, optimization, reliability, or safety due to poor turnover if routine duties are not captured.	1. Include a list of routine meetings, the location of the meetings, the objective/purpose of each meeting, and the PE's role at each meeting. Include meetings such as the planning/optimization routine calls or meetings, shutdown planning meetings (IMPACT), PMO review meetings, Process Improvement Team (PIT) meetings, Operations meetings, monthly safety meetings, and URB's.

7	List section for monthly reporting.	<p>1. Loss of critical information transfer to Technical Group.</p> <p>2. Lack of information for Oils Planning to make appropriate decisions.</p> <p>3. Data rework due to improper data reporting on Solomon study.</p>	<p>1a. Locate source and location of all monthly reporting data such as spreadsheets and sample data.</p> <p>1b. Include information about the monthly report format, objectives, and link to reports for all units. Consult Lead Process Engineer for additional Monthly Report Content.</p> <p>2. Get training from planning on monthly backcasting inputs.</p> <p>3. Get access and training for Solomon reporting requirements.</p>
8	List section for Unit Reliability briefs (URB).	1. Loss of critical data for URB Reports	<p>1a. List Reliability Engineer for URB.</p> <p>1b. Give access locations of URB databases/processes and expectations for updating and meeting attendance.</p>
9	List Section on energy monitoring.	<p>1. Significant loss of value due to failure to monitor energy variables.</p> <p>2. Improper process optimization due to lack of training on energy variables (furnace operation/O2s/Column DP) or understanding/follow through on energy projects.</p>	<p>1. List location of energy variables and energy PMOs.</p> <p>2a. List applicable energy monitoring projects.</p> <p>2b. Identify training gaps for energy specific areas.</p>
10	Include Process Control Information.	1. Improper process optimization due to no monitoring of process control variables.	<p>1a. List location of DMC controller documents/strategy/etc.</p> <p>1b. Ensure new engineer knows how to check if DMC controllers are off or on.</p>
11	Include Training Information.	1. Loss of productivity due to lack of training.	1. List all safety, process, and appropriate tool training in training section.
12	List all Process Engineering Software Applications and all other necessary programs that are required	1. Inability to begin routine duties on timely basis because the necessary programs are not yet installed on your computer.	1. List all specific Process Engineering Applications (standard and BIN specific) required to run on person's computer, examples: SOLChev or equivalent Solomon tracking tool, Starlims or equivalent lab system, PI, Index, PE Tools, and possibly even Refrac and HTRI if necessary. Also include contact information for the installation of these programs.
13	List section for special Startup/Shutdown procedures (start-up curves).	1. Delay of startup or shutdown due to lack of direction or procedure.	1. List locations of all critical startup/shutdown procedures that are PE driven (outgassing, feed-in curves).

14	List section for TSS Job Log.	<ol style="list-style-type: none"> 1. Loss of project progress due to inadequate job turnover. 2. Inadequate project prioritization or loss of critical-path items. 	<ol style="list-style-type: none"> 1. List location of TSS job log. 2. Describe projects in turnover document and “next steps” for project.
15	List Contacts Section	<ol style="list-style-type: none"> 1. Inability to troubleshoot a plant issue effectively due to unfamiliarity of support personnel and their roles. 	<ol style="list-style-type: none"> 1. Include list of names and contact information for BIN leaders, local refinery contacts such as the OA and area Process Lead, and planner info.
16	List catalyst change dates	<ol style="list-style-type: none"> 1. LPO due to catalyst reaching EOR due to poor planning for catalyst change. 	<ol style="list-style-type: none"> 1. List approximate dates for catalyst change for each reactor.
17	List Archive/Hard Copy Files	<ol style="list-style-type: none"> 1. Loss of information transfer from information that is not stored electronically. 	<ol style="list-style-type: none"> 1. List and show new PE where all unit-specific hard copy information may be located. Most information pre-1990 is stored on hard copies.